

Clarke County

Planning Commission
Regular Meeting Minutes
September 5, 2014



A regular meeting of the Planning Commission of Clarke County, Virginia, was held at the Berryville/Clarke County Government Center, Berryville, Virginia, on Friday, September 5, 2014.

ATTENDANCE

George L. Ohrstrom, II, Chair; Anne Caldwell, Vice Chair; Robina Bouffault; Randy Buckley; Doug Kruhm; Frank Lee; Cliff Nelson; John Staelin; Chip Steinmetz; and Jon Turkel.

ABSENT: Scott Kreider

STAFF

Brandon Stidham, Planning Director; Jesse Russell, Zoning Administrator; and Debbie Bean, Recording Secretary.

CALLED TO ORDER

Chair Ohrstrom called the meeting to order at 9:02 a.m.

APPROVAL OF AGENDA

The Commission voted unanimously to approve the agenda as modified.

Yes: Bouffault, Buckley, Caldwell, Kruhm, Lee, Nelson (moved), Ohrstrom, Staelin, Steinmetz, and Turkel (seconded)

No: No one

Absent: Kreider

APPROVAL OF MINUTES

The Commission voted to approve the briefing meeting minutes of July 8, 2014.

Yes: Bouffault (seconded), Buckley, Caldwell (moved), Kruhm, Lee, Nelson, Ohrstrom, Staelin, Steinmetz, and Turkel

No: No one

Absent: Kreider

The Commission voted to approve the regular meeting minutes of July 11, 2014 with a minor correction.

Yes: Bouffault (moved), Buckley, Caldwell, Kruhm (seconded), Lee, Nelson, Ohrstrom, Staelin, Steinmetz, and Turkel

No: No one

Absent: Kreider

Set Public Hearing Items

TA-14-03 Application Filing Deadlines for Special Use Permit, Zoning Map Amendment, Site Plan, and Subdivision Applications.

Mr. Stidham explained this amendment. He said that the proposed text amendment is to amend Article 5 (Special Use Permits), Article 6 (Site Development Plans), and Article 8 (Amendments) of the Zoning Ordinance and to amend Article 4 (Procedure for Subdivision Approval) of the Subdivision Ordinance. He stated that this proposed amendment was developed due to concerns that late submission of materials does not allow adequate time for Staff, the Commission, Board of Supervisors and citizens to evaluate the new information. He said that the proposed amendments would establish uniform provisions regarding pre-application meetings, determination of application completeness and new deadlines for application submission of documentation prior to public hearings.

Mr. Staelin asked Mr. Stidham whether language in Subdivision Ordinance §4-C-3 regarding engineering fees was also reflected in the Zoning Ordinance. He also noted that language regarding the 14 and 10-day deadlines for providing all technical information appeared to be missing from the section on site plan review. Mr. Stidham said that he would check both issues and make changes to the draft prior to the Commission conducting the public hearing.

After discussion with Staff and the Commission, Chair Ohrstrom called for a motion.

The Commission voted unanimously to set public hearing for this proposed text amendment for the next regular meeting of the Commission on October 3, 2014.

Yes: Bouffault (seconded), Buckley, Caldwell (moved), Kruhm, Lee, Nelson, Ohrstrom, Staelin, Steinmetz and Turkel

No: No one

Absent: Kreider

Board/Committee Reports

Board of Supervisors (John Staelin)

Commissioner Staelin said that it appears the County and Town of Berryville will agree to adopt a Memorandum of Understanding for Economic Development and Tourism. The Board will be taking up the Memorandum at their September 16 meeting.

Sanitary Authority (John Staelin)

Commissioner Staelin stated the bid for the Millwood water tower came in about \$100,000.00 over what the Sanitary Authority had anticipated.

Board of Septic & Well Appeals (John Staelin)

Commissioner Caldwell said that Sara Crouch (applicant) from Shenandoah Retreat submitted an application for a variance from the septic ordinance. She said that the BSA held a public hearing on this request and approved the variance to allow for a drainfield to be located 50' from an existing well.

Board of Zoning Appeals (Anne Caldwell)

Nothing to report.

Historic Preservation Commission (Doug Kruhm)

Commissioner Kruhm stated that the next meeting for the HPC is scheduled for September 24, 2014 at 4:00 p.m.

Conservation Easement Authority (George Ohrstrom, II)

Nothing to report.

Planning Commission 2014 Project Priorities List

Mr. Stidham gave a brief overview of the 2014 project priorities. He stated that the list is to aid the Commission and Staff to ensure the work on critical projects is prioritized and completed in a timely fashion. The Commissioners discussed the chronological order of the items on the list and suggested to change the position of some of the items. Mr. Stidham said that he would change the order and send a clean copy by e-mail to the Commissioners. There being no further discussion, Chair Ohrstrom called for a motion.

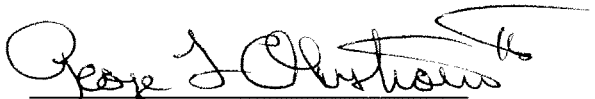
The Commission voted unanimously to approve the 2014 Project Priorities List as modified.

Yes: Bouffault (moved), Buckley, Caldwell, Kruhm (seconded), Lee, Nelson, Ohrstrom, Staelin, Steinmetz and Turkel

No: No one

Absent: Kreider

There being no further business to come before the Planning Commission, the meeting was adjourned at 9:14 a.m.



George L. Ohrstrom, II, Chair



Brandon Stidham, Director of Planning

Minutes prepared by Debbie Bean, Recording Secretary